



# NEVADA STATE CONTRACTORS BOARD

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9670 Gateway Drive, Suite 100, Reno, Nevada 89521, (775) 688-1141, Fax (775) 688-1271, Investigations (775) 688-1150  
Website: www.nscb.nv.gov

## APPLICATION FOR CHANGE IN BUSINESS NAME

1. **Please type or print in ink when completing this form.**
2. **Make sure this application is properly signed.**
3. **Include the required application fee of \$250.00.**
4. **Read all instructions carefully.** The Board desires to provide courteous and timely service to all applicants. To maximize its efficiency and the level of service, the Board will process complete applications only. **A complete application includes all applicable supporting documents and fees. The Board will not act as your agent in gathering information or supporting documents necessary for the consideration of your license application. Incomplete applications will be returned to you.**
5. **Leave no space blank.** If a particular question or request for information does not apply to you, put "NA" in the blank space to indicate the question has received your attention.
6. **Note:** This application cannot be used to change your business entity. If, for example, you have changed from a sole proprietorship to a corporation, or your business entity has been affected by a merger, you must apply for a new license.

### SECTION 1 – CURRENT BUSINESS NAME

**Business Name:** State the legal business name as it currently appears on your license.

**Legal Business Name:** \_\_\_\_\_  
(Use Name as Set Forth on the License)

**License Number:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Phone No.:** (\_\_\_\_) \_\_\_\_\_ **Facsimile No.:** (\_\_\_\_) \_\_\_\_\_

### SECTION 2 – BUSINESS NAME REQUESTED:

State the legal business name desired. This is the name that will appear on the license and is the actual name under which the contracting business will be conducted.

**Name Similarity:** To determine if another contractor is using a similar name, please visit our web site and use our search by contractor name feature. If the Board determines that a licensed contractor is using a similar business name, you will be asked to choose a different name.

**Legal Business Name:** \_\_\_\_\_  
(Use Legal Business Name Desired)

### FOR OFFICE USE ONLY – DO NOT WRITE IN THIS SPACE

Date Received: \_\_\_\_\_ Amount: \_\_\_\_\_ Receipt #: \_\_\_\_\_ File No.: \_\_\_\_\_

Withdrawn Date: \_\_\_\_\_ Reason: \_\_\_\_\_ Application No.: \_\_\_\_\_

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

Transaction Closed: Date: \_\_\_\_\_ Entered By: \_\_\_\_\_



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**SECTION 3 - SUPPORTING DOCUMENTATION:**

Attach the applicable supporting documentation required by your business entity type.

**Corporation:** If your registered corporate name has changed, attach a copy of the amended articles of incorporation which have been filed with the Nevada Secretary of State.

If you are currently using a fictitious business name and are changing that name, or have registered a new fictitious business name, attach a recorded copy of the certificate of fictitious business name.

**Limited Liability Company:** If your registered name has changed, attach a copy of the amended articles of organization which have been filed with the Nevada Secretary of State.

If you are currently using a fictitious business name and are changing that name, or have registered a new fictitious business name, attach a recorded copy of the certificate of fictitious business name.

**Limited Partnership:** If your registered name has changed, attach a copy of the amended limited partnership agreement which have been filed with the Nevada Secretary of State.

If you are currently using a fictitious business name and are changing that name, or have registered a new fictitious business name, attach a recorded copy of the certificate of fictitious business name.

**General Partnership:** Attach a copy of your amended partnership agreement and a recorded copy of the certificate of fictitious business name.

**Sole Proprietorship:** Attach a recorded copy of the certificate of fictitious business name.

**NOTE:** Fictitious name forms may be obtained from the County Recorders office.

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**SECTION 4 – AFFIDAVIT AND AUTHORIZED SIGNATURE**

I am authorized to sign this Affidavit and Release Authorization on behalf of the applicant described and identified in this application.

To the best of applicant's knowledge, the information contained in the application and its supporting documents are free of fraud, misrepresentation, or omission of material fact. To the best of applicant's knowledge, the information contained in the application and its supporting documents are truthful, correct, and complete.

Applicant will ensure that any information subsequently submitted to the Board in conjunction with this application or its supporting documents meet the same standard as set forth above.

Applicant understands that this application will be classified as a public record and will be available for inspection by the public, except with regard to the release of information classified as confidential pursuant to NRS 624.110.

Applicant understands that the Nevada State Contractors' Board has the authority to conduct appropriate background investigations for the purpose of verifying all statements and facts represented in this application and supporting documentation.

**Signature Requirements:** A principal of the applying company must sign this application.

By: \_\_\_\_\_ Title: \_\_\_\_\_  
(Signature) \_\_\_\_\_  
\_\_\_\_\_ Date: \_\_\_\_\_  
(Print Name)

